Town of Berlin: Draft Functional Requirements

	1
Column F: A	Available Responses
Υ	Requirement Met and Proposed (Standard features in the generally available product)
Y-ND	Requirement Met and Proposed (Features that are not offered as a generally available product or require custom development)
N	Requirement Not Met with Proposal
I	Need More Information/Discussion
IF Y-ND Sele	ected Column K:
F	Feature Schedule for Future Release in Generally Available Software
E	Feature Developed as Enhancement for this Project
Column G: A	Available Responses
S	Requirement and Feature Supported by Software Developer
TPS	Requirement and Feature Supported by Third Party
NS	Requirement and Feature Not Supported
NS	Requirement and Feature Not Supported

Req#	Function	Process	Requirement	Implementation Response	Support Response	Module / System	Phase for Go Live
			System allows attached documents to be			,	
1	SYSTEM	Documents	stored directly in system				x
2	SYSTEM		System uses role based security where security roles are tied to users				х
3	SYSTEM	Security	System uses role based security where security roles are tied to positions				х
4	SYSTEM	Security	Security settings can be set for modules				Х
5	SYSTEM	Security	Security settings can be set for screen or function				Х
6	SYSTEM	Security	Security settings can be set for field				Х
7	SYSTEM	Security	Security settings can be set for reports				Х
8	SYSTEM		Security settings can be set for data (by chart of accounts, department, etc.)				х
9	SYSTEM		Security settings can be set to allow user to log in				х
10	SYSTEM	Security	Security settings can be set to allow user to add data				Х

11 OVOTEM	Oit	Security settings can be set to allow user to delete data		V
11 SYSTEM	Security	Security settings can be set to allow user to		X
12 SYSTEM	Security	change data		x
12 31312101	Security	Security settings can be set to allow user to	+	^
13 SYSTEM	Security	view data		l _x
15 01012101	Occurry	non data	+	
14 SYSTEM	Workflow	Workflow can be routed to users for approval:		x
45.00/07514	14/ - J. Cl -	Wallflow and he resided to releast or annual		
15 SYSTEM	Workflow	Workflow can be routed to roles for approval Workflow can be routed to positions for		X
1.C CVCTEM	Markflow.	approval		l _v
16 SYSTEM	Workflow	Workflow can be routed to requestor's		X
17 SYSTEM	Workflow	supervisor		v
17 3131LW	VVOIKIIOW	Workflow approval can be group approval	+ + + - +	^
		(approval required from person A or person B		
18 SYSTEM	Workflow	or anyone with similar role)		x
20 0 1 0 1 2 111		Workflow approval process can include both		
		reviewer and approver (approver must		
		approve requisition to move forward.		
		Reviewer is notified, but lack of action does		
19 SYSTEM	Workflow	not hold up process- notify only)		X
		Approver notified of workflow items through		
20 SYSTEM	Workflow	email		Х
		Approver notified of workflow items through		
21 SYSTEM	Workflow	system notification		X
22 SYSTEM	Workflow	Approver can approve workflow		Х
23 SYSTEM	Workflow	Approver can deny/reject workflow		Х
24 SYSTEM	Workflow	Approver can place on hold workflow		X
25 SYSTEM	Workflow	Approver can forward workflow approval		Х
		Approver can enter notes into approval		
26 SYSTEM	Workflow	providing explanation of response		X
		Original requestor can view status of workflow		
27 SYSTEM	Workflow	approval path		X
		Workflow approvals can be re-routed to		
		secondary approver without having to re-		
		initiate the workflow from the beginning if		
		primary approver is out (example: on		
28 SYSTEM	Workflow	vacation, sick)		X

			System creates audit log that tracks changes		
29	SYSTEM	Audit	to existing records, new records, and deletions of records		x
	JOTOTEW!	rtdait	Audit log tracks user making change, time,		
30	SYSTEM	Audit	date of change		Х
			Audit log tracks new value and old value for		
31	SYSTEM	Audit	changes		Х
32	SYSTEM	Support	Provide access to a system manual or equivalent with search capabilities		х
	SYSTEM	Support	Provide system support that can dial in remotely		Х
34	SYSTEM	Support	Provide system support within 2 hours		Х
35	SYSTEM	Support	System support is available during regular hours and after regular hours		Х
36	GL	General Ledger Set Up	System provides chart of account structure with multiple independent segments		Х
37	'GL	General Ledger Set Up	General Ledger and project ledger supports alpha numeric accounts		Х
38	GL	General Ledger Set Up	Segments of chart of accounts used in acceptable combinations to form full general ledger account		x
30	GL	General Ledger Set Up	System supports segments representing programs that can extend across multiple departments		x
	GL	General Ledger Set Up	System supports project ledger for tracking projects and grants		X
	GL	General Ledger Set Up	Segments of the Chart of Accounts can be grouped on a user-defined basis into multiple reporting hierarchies		Х
42	GL	General Ledger Set Up	System provides short cut key functionality to allow users to not enter full account characters		х
43	GL	General Ledger Set Up	System can designate an account as active (available for posting)		х
44	GL	General Ledger Set Up	System can designate an account as active (available for budgeting)		Х

45	GL	General Ledger Set Up	System can designate an account as inactive (not available for posting)	· · · · · · · · · · · · · · · · · · ·	
43	GL	General Ledger Set Op	System only allows transactions to post to		
46	GL	General Ledger Set Up	active accounts within any open period X	counts within any open period X	
			System restricts certain types of activity from		
47	GL	General Ledger Set Up	posting to accounts (for example: can't use PO against salary account)		
47	GL	General Ledger Set Up			
48	GL	General Ledger Set Up	System prevents accounts from being deleted if any activity is posted to them	· · · · · · · · · · · · · · · · · · ·	
			Budget control can be set to soft error (Warn	· · · · · · · · · · · · · · · · · · ·	
49	GL	Budget Control	user but allow) X		
F0	GL	Budget Control	Budget control can be set to hard error (Do not allow)	· · · · · · · · · · · · · · · · · · ·	
50	GL	Budget Control	System allows for budgeting at one level and	,	
			controlling at a different level (Example:	ng at a different level (Example:	
			budget by account/object but conduct budget	' ' ' ' ' ' ' ' ' ' ' ' ' ' ' ' ' ' '	
51	GL	Budget Control	control at program level) X System allows budget control at summary roll		
52	GL	Budget Control	up of account/object X		
			System allows journal entries to be entered by	allows journal entries to be entered by	
			departments and routed through workflow for		
53	GL	Journal Entry	approval X		
54	GL	Journal Entry	Journal entries are posted in real time and available for reporting	· · · · · · · · · · · · · · · · · · ·	
3.		Journal Littly	System supports multiple line items for journal		
			entries (please indicate any limitations in the	· · · · · · · · · · · · · · · · · · ·	
55	GL	Journal Entry	notes column) X Journal entries record the source of the	'	
			transaction (e.g., manual entry or automated		
56	GL	Journal Entry	entry from another module)		
			Journal entries are validated against the chart	entries are validated against the chart	
57	GL	Journal Entry	of account structure for valid accounts		
		,	Journal entries are validated against:	entries are validated against:	
		1	Available funds (budget check or cash	· · · · · · · · · · · · · · · · · · ·	
58	GL	Journal Entry	availability check) X	ty cneck) X	

			Journal entries are validated against			
			balancing entries (make sure all entries			
59	GL	Journal Entry	balance)			X
			Users can import journal entries from			
60	GL	Journal Entry	spreadsheet (e.g., Microsoft Excel)			Χ
			Imported transactions from spreadsheets are			
			validated using the same business rules as			
61	GL	Journal Entry	transactions made in the system			X
			System allows creation of a journal entry from			
			previously entered journal entry format (copy			
62	GL	Journal Entry	journal), by: Line item			Х
			System allows creation of a journal entry from			
			previously entered journal entry format (copy			
63	GL	Journal Entry	journal), by: Entire journal entry			l _x
03		Journal Entry	System allows users to reverse journal entry			Λ
64	GL	Journal Entry	with proper security and approvals			x
04		Journal Entry	System allows to schedule accrual auto-			\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \
65	GL	Journal Entry	reversals.			x
- 03		Journal Entry	101010101			
			Journal entries support "required" data fields			
			and prevents transaction from posting until all			
66	GL	Journal Entry	"required" fields are completed			lx
		- Common Lines	Users can attach files for documentation to			
67	GL	Journal Entry	journal entry			lx
		,	Users can save journal entries that have not	- 	- 	
			yet been posted or cleared for all validation			
68	GL	Journal Entry	errors online			X
		j	System restricts accounts that user can post			
69	GL	Journal Entry	journal entries to by security			X
		·	Journal transactions can be entered and			
			scheduled using effective dates (e.g., posting			
70	GL	Journal Entry	does not occur until effective date)			X
		·	System provides templates and notifications			
71	GL	Recurring Journal Entry	for recurring journal entries			X
			System provides templates and notifications			
			for recurring journal entries With the same			
72	GL	Recurring Journal Entry	dollar value			Х

			System provides templates and notifications for recurring journal entries With varying dollar		
73	GL	Recurring Journal Entry	amounts		x
74		Recurring Journal Entry	Recurring journal entries occur at regular frequency (can set start and stop dates)		x
75	GL	Month End Close	System allows closing of months		Х
76	GL	Cost Allocation	System uploads interest revenue and distributes to proper fund/account based on average daily balance		х
77	GL	Cost Allocation	Credit card processing fees allocated based on revenue collected		x
78	GL	Annual Close Process	System allows more than 12 accounting periods, 14 at a minimum		х
79	GL	Annual Close Process	System rolls encumbrances to next year carrying forward budget		х
80	GL	Annual Close Process	System rolls encumbrances to next year carrying forward encumbrance		х
	GL	Annual Close Process	System rolls encumbrances forward without the budget		Х
81	GL	Annual Close Process	When rolled purchase order is closed in new year, system removes any unspent carry forward budget		x
82	GL	Annual Close Process	System closes at end of period by fund		Х
83	GL	Financial Reporting	System provides Statement of Revenues and Expenditures		х
84	GL	Financial Reporting	System provides CAFR report: Government-Wide Statements: Statement of Net Assets		x
85	GL	Financial Reporting	System provides CAFR report: Government-Wide Statements: Statement of Activities		x
86	GL	Financial Reporting	System provides CAFR report: Balance Sheet - Governmental Funds		х
87	GL	Financial Reporting	Reconciliation of Balance sheet - Governmental funds to statement of net assets		x

			System provides CAFR report: Statement of	
			Revenues, Expenditures, and Changes in	
88	GL	Financial Reporting	Fund Balances - Governmental Funds	X
			Reconciliation of the Statement of Revenue,	
			Expenditures, and Changes in Fund Balances	
			of Governmental Funds to the Statement of	
89	GL	Financial Reporting	Activities	X
			System provides CAFR report: Statement of	
			Revenues, Expenditures, and Changes in	
			Fund Balances - Budget to Actual - by	
90	GL	Financial Reporting	Governmental Funds	Х
			System provides CAFR report: Statement of	
91	GL	Financial Reporting	Net Assets - Proprietary Funds	X
			System provides CAFR report: Statement of	
			Revenues, Expenses, and changes in net	
92	GL	Financial Reporting	assets - proprietary funds by fund	Х
			System provides CAFR report: Statement of	
			Revenues, Expenses, and changes in net	
93	GL	Financial Reporting	assets - proprietary funds by function	X
			System provides CAFR report: Statement of	
94	GL	Financial Reporting	Cash Flows - Proprietary Funds	X
			System provides CAFR report: Statement of	
95	GL	Financial Reporting	Net Assets	X
			System provides CAFR report: Statement of	
96	GL	Financial Reporting	Activities by function	X
			System provides monthly interim report	
97	GL	Financial Reporting	(budget/actual information)	Х
00	GL	Financial Reporting	Trial balance reporting	V
36	GL	Financial Reporting	That balance reporting	^
99	GL	Financial Reporting	Profit and Loss by department	X
100	GL	Financial Reporting	Time period reporting	Х
101	GL	Financial Reporting	Ability to report on any range of accounts	Х
102	GL	Cash Management	System supports use of pooled cash	х
			Provides bank reconciliation that allows the	
			Town to reconcile the bank accounts within	
	GL	Cash Management	the software	x
	10-	1 Saon Management	1	

103 GL	Cash Management	System allows import of bank activity and balances and reconciles to recorded receipts and disbursements		Х
104 GL	Cash Management	System reconciles both cash/check transactions as well as credit card payments with potential lag in posting date		х
105 GL	Cash Management	Generate a system alert when insufficient funds are available for planned check runs based upon multiple user-defined thresholds		x
106 GL	Cash Management	System provides cash flow forecasts projecting outstanding payable, outstanding receivables, recurring payments, and current position		X
107 PG	Project Set Up	Supports multiple-year projects		У
108 PG	Project Set Up	Supports parent/child relations for projects and sub-projects (list any limitations in the comments column)		X
109 PG	Project Set Up	System tracks funding Sources (multiple funding sources for each project)		х
110 PG	Project Set Up	Project tracks project start date and end date		х
111 PG	Project Set Up	System uses project start date and end date for determining eligible expenditures and doesn't allow transactions outside project eligibility period		х
112 PG	Project Set Up	Projects can be established across multiple funds and departments		x
113 PG	Project Set Up	System will identify and track user-defined multiple sub-levels of a project (e.g. design, pre construction, construction, post construction, completed)		х
114 PG	Project Budget	System allows creation of project budget for select projects (not required for all projects)		х
115 PG	Project Budget	Project budgets are established for entire project		х

			Project budgets are established by fiscal year		
116 F	PG	Project Budget	within multi-year project		X
			Budget control for a project can be set for		
117 F	PG	Project Budget	calendar year		X
			Budget control for a project can be set for		
			other organization's fiscal year (federal		
118 F	PG	Project Budget	government)		X
			Budget control for a project can be set for		
119 F	PG	Project Budget	entire Life of Project (multi-Year)		Χ
120 F	PG	Project Budget	System can control budget at project level		X
			System can control budget at sub-project level		
121 F	PG	Project Budget	(example: phase, task, etc.)		X
			System allows for tracking direct costs		
122 F	PG	Project/Grant Tracking	(encumbrance) to project through purchasing		Χ
			System allows for tracking direct costs		
			(expense) to project through accounts		
123 F	PG	Project/Grant Tracking	payable		X
			System allows for tracking direct costs and		
			indirect costs (encumbrance and expense) to		
124 F	PG	Project/Grant Tracking	project through journal entries		X
			System interfaces to ADP to allow employees		
125 F	PG	Project/Grant Tracking	to charge time to projects		X
			System will split the cost of projects across		
			various funding sources by Percentage (e.g.		
126 F	PG	Project/Grant Tracking	70% grant, 30% bond)		Х
			System will split the cost of projects across		
			various funding sources by Priority (Grant		
127 F	PG	Project/Grant Tracking	first, local funds next)		Х
			System will split the cost of projects across		
			various funding sources by priority up to limit		
			(example: Charge grant first up to \$10,000		
128 F	PG	Project Tracking	then charge local funds)		Х
			System allows revenue source to be split		
129 F	PG	Project Revenue	across multiple projects		Х
			System can assign multiple revenues sources		
130 F		Project Revenue	to be used for single project		Х
131 F	PG	Project Revenue	System applies interest earned to project	 	Χ

		System will track advance payments on		
132 PG	Project Revenue	grants		X
		The system interfaces with accounts		
		receivable to provide all billing, aging, and		
133 PG	Project Billing	tracking capabilities.		X
		Generates revenue/receivable transactions		
134 PG	Project Billing	from grants expenditure data		Х
		Produces an invoice based on the direct and		
135 PG	Project Billing	indirect costs		X
		System can generate invoice to bill for any		
		project costs (bill to contractor, citizen, other		
136 PG	Project Billing	government, or grant)		X
		System can generate invoice for appropriate		
137 PG	Project Billing	billable expenses at end of project		Х
		System can generate invoice for appropriate		
		billable expenses at any point (bill current		
138 PG	Project Billing	charges)		Х
		Project billing based on actual expenses		
139 PG	Project Billing	(using current salary and benefit information)		x
139 FG	Froject Billing	Project billing based on actual expenses		^
		(using current salary and benefit information)		
140 PG	Project Billing	plus percentage		x
140 FG	Froject Billing	pius percentage	- - - 	^
		Prevents deletion of a project or project		
141 PG	Project Close	account which has activity associated with it		x
142 PG	Project Close	Closes project using effective dating		Х
	<u> </u>	Close of projects does not lose detailed		
143 PG	Project Close	history of project		x
	i i	Allow soft close to project that doesn't allow		
		new expenditures but does allow final cost		
144 PG	Project Close	adjustments		Х
		Expenditures for capital project can be		
145 PG	Project Capitalization	identified as capitalized expenses		x
		Identify capital assets by fund and identify at		
146 PG?PO	Project Capitalization/Asse	et Ppurchase		lx

		Each department initiates purchasing process	
147 PO	Purchase Requisition	through requisition entry into the system	X
	·	System accommodates discrete purchase	
		orders (purchase order for specific quantity of	
148 PO	Purchase Requisition	good or service)	X
	·	System accommodates blanket purchase	
		order (purchase order with vendor for	
149 PO	Purchase Requisition	specified dollar amount)	X
	·	Requestor can attach files to requisition at	
		header level, files can be individually printed	
150 PO	Purchase Requisition	or printed with document	X
	·	System allows user to record information on	
151 PO	Purchase Requisition	competing quotes	X
		Purchase requisition allows user to identify	
152 PO	Purchase Requisition	project ledger segments on line item	X
		System limits accounts that requestor is	
153 PO	Purchase Requisition	available to charge to by role/department	X
		Allow purchase requisition templates to be	
154 PO	Purchase Requisition	created for routine purchases	X
		Allows creation of purchase requisition from	
		existing purchase requisition - (clone entire	
155 PO	Purchase Requisition	requisition)	X
		System allows copying and duplicating lines	
156 PO	Purchase Requisition	on a purchase requisition	Х
		When purchase requisition is submitted,	
157 PO	Purchase Requisition	system provides budget check	X
		Budget control can be set to soft error (Warn	
158 PO	Purchase Requisition	user but allow)	X
		Budget control can be set to hard error (Do	
159 PO	Purchase Requisition	not allow)	X
		System allows for budgeting at one level and	
		controlling at a different level (Example:	
		budget by account/object but conduct budget	
160 PO	Purchase Requisition	control at program level)	Х
		System tracks pre-encumbrances (purchase	
161 PO	Purchase Requisition	requisitions)	Х
162 PO	Purchase Requisition	Budget check performed at the fund level	Tx Tx

			Budget check performed at the department			
163	PO	Purchase Requisition	level			Χ
		·				
164	PO	Purchase Requisition	Budget check performed at the project level			X
			Budget control warnings can be sent through			
165	PO	Purchase Requisition	workflow or email to other users (supervisor)			X
			System routes purchase requisition for			
			approval/notification by chart of account			
166	PO	Purchase Requisition	information (example: department)			Х
			System routes purchase requisition for			
			approval/notification by chart of account			
167	PO	Purchase Requisition	information (object/account code)			Χ
		·	System allows users to cancel requisition			
168	PO	Purchase Requisition	before it is approved			X
		·				
			Cancelled requisitions or cancelled requisition			
169	PO	Purchase Requisition	line items release pre-encumbrance			x
	. •	The street of th	System allows creation of purchase order			* *
170	PO	Purchase Order	directly (no purchase requisition)			x
	. •		, , ,			*
			System performs budget check for purchase			
171	PO	Purchase Order	orders created without requisition			x
			Creation of purchase order creates			* *
172	PO	Purchase Order	encumbrance			x
1,2		T drended erder				
			System provides for approval process for			
173	PO	Purchase Order	purchase order prior to being sent to vendor:			x
1,3	1		Approval process for purchase order can be			.,
			routed by account (example: department or			
174	PO	Purchase Order	fund)			x
17.1	1 0	T distinct Stati	System allows for encumbrance of shipping			
			and freight and allows user to add shipping			
175	PO	Purchase Order	and freight to purchase order			X
173		- Crondoo Gradi	Shipping and freight charges distributed to			
176	PO	Purchase Order	accounts by line item on PO			Y
170		T GIGHAGO OTACI	User can attach files to purchase order at			
			header level, files can be individually printed			
177	PO	Purchase Order	or printed with document			x
1//	<u> </u>	I dicilase Oldel	or printed with doodinont		ļ	Λ

			Requestor can attach files to requisition at line		
178	PO	Purchase Order	item level		X
179	PO	Purchase Order	Purchase order sent to vendor through Email		X
			Purchase order sent to vendor through Hard		
180	PO	Purchase Order	copy (print and mail)		X
			Purchase order identifies originator of PO and		
181	PO	Purchase Order	contact information		Χ
			System allows purchase orders to be re-sent -		
			System identifies re-printed purchase orders		
182	PO	Purchase Order	as duplicates		Х
			System allows user to search for PO by PO#,		
183	PO	Receiving	vendor, description, department		Χ
184	PO	Receiving	System tracks goods or services received		Х
			User can acknowledge receipt of enter		
185	PO	Receiving	purchase order		X
			User can acknowledge receipt of purchase		
186	PO	Receiving	order by individual line item		x
187	PO	Receiving	User can record partial receipt		Х
			System tracks vendor performance at receipt		
188	PO	Receiving	(on time, damaged, other comments)		Χ
			System identifies orders that have not been		
189	PO	Receiving	received after X days since PO creation		Х
			Any open purchase order can be modified by		
190	PO	Modify PO/Change Order	change order		Х
			Departments can initiate request for a change		
			to purchase order for increase quantity or		
191	PO	Modify PO/Change Order	amount		Х
			Departments can initiate request for a change		
			to purchase order for decrease quantity or		
192	PO	Modify PO/Change Order	amount		Х
			Departments can initiate request for a change		
193	PO	Modify PO/Change Order	to purchase order for canceling line items		X
			Department on initiate removal for a classes		
		N 114 DO 401	Departments can initiate request for a change		
194	PO	Modify PO/Change Order	to purchase order for canceling entire PO		X

			Approval of change to purchase order			
			encumbers funds or releases encumbrance of			
195	PO	Modify PO/Change Order	funds			X
			Disfers (as Effect and as a selection)			
			Printing of modified purchase order clearly			. ,
196	PO	Modify PO/Change Order	labels that purchase order has been changed			X
407	DO.	Markin DO/Olasasa Oalas	Purchase order identifies information that was			
197	PO	Modify PO/Change Order	changed on header and line item			Х
400	DO.	B. others on the	System allows users to identify correct			
198	PO	Purchasing Cards	account for each p-card transaction			Х
100	DO	Find of Voor Droops	Any open purchase orders at year end can be			
199	PO	End of Year Process	rolled to next fiscal year Any open purchase order rolled to next fiscal			X
			year can roll associated encumbered budget			
200	DO.	End of Year Process	to next fiscal year			V
200	FU	Elid of feat Process	Any open purchase order can be paid out of			X
			old fiscal year in new year prior to old fiscal			
201	PO	End of Year Process	year close			x
201		End of Teal Trocess	your diodo		- 	^
			Closed purchase orders at end of year			
202	PO	End of Year Process	release encumbrance on budget and contract			x
202		2114 61 1641 1166666	System uses one vendor file for purchasing			
203	AP	Vendor File	and accounts payable			x
	,	1 0114011110	Vendor file is linked to customer file used for			
204	AP	Vendor File	accounts receivable			x
			System prevents duplicate vendors by			
205	AP	Vendor File	preventing duplicate vendor tax ID			X
			System warns of duplicate vendors by			
206	AP	Vendor File	identifying duplicate vendor name			X
			System warns of duplicate vendors by			
207	AP	Vendor File	identifying duplicate vendor address			X
			System allows users (with security access) to			
			temporarily deactivate a vendor separately			
208	AP	Vendor File	from the purchasing and AP process			X
			System allows users (with security access) to			
209	AP	Vendor File	merge two vendors)			Х
			Supports Parent/Child relationships for vendor			
210	AP	Vendor File	records			X

211	AP	Vendor File	Maintains multiple address types	Х
			Maintains multiple location addresses for each	
212	AP	Vendor File	vendor	Χ
			System identifies default payment remittance	
213	AP	Vendor File	address	Х
214	AP	Vendor File	System identifies 1099 vendors	Х
	_		System identifies cumulative purchase history	l.,
215	AP	Vendor File	by vendor to identify common vendors	Х
			System identifies one time vendors - vendors	
			set up in normal vendor file but identified as	
246			one-time vendor for easier data entry and	.,
216	AP	Vendor File	system search functions	X
	1	l.,	System allows changing status of one time	
217	AP	Vendor File	vendor to "real" vendor	Х
			System allows placing all payments to vendor	
218	AP	Vendor File	on hold	Х
			Vendor file stores vendor payment preference	
219	AP	Vendor File	(ACH or check)	Х
			Vendor files can identify terms and conditions	
			that are applied to purchase orders for that	
220	AP	Vendor File	vendor	Х
			Vendor self service capabilities allows	
221	AP	Vendor Self Service	vendors to register with the Town	Χ
			System allows entering of direct claims	
222	AP	Invoice Processing	without purchase order	Х
			System provides workflow approval path for	
223	AP	Invoice Processing	Invoices from purchase orders	Х
			System provides workflow approval path for	
224	AP	Invoice Processing	Invoices without purchase orders	Х
			Invoices routed through workflow for approval	
225	AP	Invoice Processing	based on amount	Х
			Invoices routed through workflow for approval	
226	AP	Invoice Processing	based on PO vs no PO	X
			Invoices routed through workflow for approval	
227	AP	Invoice Processing	based on chart of account information	Х
			Supports partial payments (partial payment of	
228	AP	Invoice Processing	invoice)	Х

			System supports applying credit memo to		
229	AP	Invoice Processing	invoice for incorrect invoices	X	
			System supports creation of template for		
			recurring AP invoices with pre-defined		
230	AP	Recurring Payments	account distribution	X	
			Allow payment of multiple purchase orders		
231	AP	Invoice Processing	from one invoice	X	
		1	Allow multiple invoices to be received and		
232	AP	Invoice Processing	processed for one purchase order	X	
			System will automatically check for and		
			prevent duplicate invoice numbers for the		
233	ΔΡ	Invoice Processing	same vendor (don't pay same invoices twice)	l x	
255	/AI	invoice i rocessing	System allows files to be attached in the		
			system to the invoice (scanned image of		
234	AP	Invoice Processing	invoice)	l x	
	, ,,	inverse resessing	System processes refunds to one time	<u> </u>	
235	AP	Refunds	customers	l x	
			Supports 2 way matching (purchase order,		
236	AP	Matching	invoice)	l x	
		3	Supports 3 way matching (purchase order,		
237	AP	Matching	receiving document, invoice)	x	
			System provide workflow approval for invoice		
			for services and other purchase		
238	AP	Matching	goods/services without receipt	X	
239	AP	Matching	Matching occurs at line item detail level	X	
			System allows tolerance on PO price and		
			invoice price for matching based on		
			Percentage (example: invoice can't be greater		
240	AP	Matching	than 110% of purchase order)	X	
			After approval, schedule invoices for payment		7
			based on invoice date (example: 45 days after		
241	AP	Payment Process	invoice date)	X	
			After approval, ashedula invaiges for as as		
243	AD	Dovement Drosses	After approval, schedule invoices for payment	V	
242	AP	Payment Process	based on date entered by AP clerk After approval, schedule invoices for payment	X	\longrightarrow
			based on grouping of invoices (example:		
243	A D	Poyment Presses	employee reimbursement)		
243	AF	Payment Process	employee reimbursement)	Λ	

			The system prints checks on blank check	
244	AP	Payment Process	stock	X
			The system prints checks with MICR	
245	AP	Payment Process	encoding	X
			The system prints checks with electronic	
246	AP	Payment Process	signatures	X
			System will pay vendors electronically (ACH,	
			wire transfer, etc.) using standard NACHA	
247	AP	Payment Process	formats (ctx).	X
			System allows printing of checks without any	
248	AP	Payment Process	impact on other users in system	l X
			The system prints checks based on regular	
249	AP	Payment Process	schedule	l X
			The system prints on-demand checks (single	
250	AP	Payment Process	check printing)	X
			The system creates/sorts checks based upon	
			chart of account information (example: fund or	
251	AP	Payment Process	department)	X
			The system creates/sorts checks based upon	
252	AP	Payment Process	vendor	X
			The system creates/sorts checks based upon	
			payment type (employee reimbursement, one	
253	AP	Payment Process	time vendors, etc.)	 X
			System sends electronic remittance advice for	
254	AP	Payment Process	EFT payments to vendor through email	 X
			System permits upore to adject to pay and	
			System permits users to select to pay one	
255	A.D.	Decima and Discours	invoice per check (issue multiple checks to one vendor in a single check run).	
255	AP	Payment Process	one vendor in a single check run).	 X
			System combines multiple invoice payments	
			onto one check (issue one check for multiple	
256	ΛD	Doymont Process	invoices in a single check run)	
256	AF	Payment Process	Provides an edit list of payments for approval	
257	ΛD	Payment Process	prior to check run	
257	AF	Payment Flocess	· · · · · · · · · · · · · · · · · · ·	
			System itemizes invoices (including the	
350	AD	Day was and Durance	vendor invoice number) on the remittance	l v
258	AP	Payment Process	advice	X

Rev 1 Copy of Attachment_9_Functional_Requirements 18 of 82

			System allows users to place a payment on	
259	AP	Payment Process	hold	X
260	AP	Payment Process	Enter broadcast messages which appears on all AP check stubs	х
261	АР	Payment Process	Users may enter a message for one specific vendor which appears on that specific check stub	x
262	AD	Void and Cancel	System allows user to cancel warrant and system makes all correct accounting entries to reverse payment, including contract balances	V
202	AF	Void and Cancel	System allows user to void check and re-issue	^
263	AP	Void and Cancel	replacement check	Х
264	АР	Void and Cancel	System allows users to cancel current and prior fiscal year checks and have the system automatically credit back designated accounts	х
265	АР	Tax Reporting	Monitors cumulative payments to 1099 vendors	x
266	AP	Tax Reporting	On-demand 1099 form generation	Х
267	АР	Tax Reporting	Collects necessary information for generation of Federal 1099s at year-end (both manually and per IRS approved file)	х
268	AP	Tax Reporting	System generates 1099-Misc	Х
269	AP	Tax Reporting	System generates 1099-S	X
270	AP	Tax Reporting	System to print collected 1099 payments into appropriate reporting boxes, i.e., rent, non-employee compensation, etc.	Х
274	A.D.	Tou Donoutino	System generates 1099 with a name associated with Federal ID	V
271 272		Tax Reporting		X V
2/2	Ar	Tax Reporting	Identifies Non-profit vendors Identify to Town that vendor does not have a	
273	AP	Tax Reporting	W-9 on file	Х
274	AP	Tax Reporting	System can produce electronic file to send 1099 related forms to IRS	x

	1		
275	BUD	Budget Requests	Budget preparation system accommodates entering budget detail for departmental budgets (by accounts within a department)
276	BUD	Budget Requests	Budget preparation system accommodates entering budget detail for project budget (over multiple years - up to life of project)
277	BUD	Budget Requests	System pre-populates budget entry fields with past budget version X
278	BUD	Budget Requests	System used to prepare budgets for revenues and expenses X
279	BUD	Budget Requests	Departments enter budget requests through system including requested budget amount X
280	BUD	Budget Requests	Departments enter department narrative information along with budget requests (Example: department goals, challenges, highlights of major changes, etc.)
281	BUD	Budget Requests	Departments enter budget requests through system including notes/comments/narrative X
282	BUD	Budget Requests	Departments enter budget requests through system including attaching documents
283	BUD	Budget Requests	Pre determined budget limit can be calculated as a percentage of last year's projected actual expenses
284	BUD	Budget Requests	Users can create multiple versions of a budget request for "what if" scenario simulation

			Provides multiple budget level options including department request, TA recommendation, and Mayor's proposed		
	BUD	Budget Requests	budgets that are separate from each other		х
285	BUD	Budget Requests	System supports multi-year budgeting		х
286	BUD	Budget Requests	System supports budgeting for one year and forecasting multiple years		х
287	BUD	Program Budgeting	System allows users to prepare budgets by program (can be across multiple departments)		x
288	BUD	Program Budgeting	Town operating budget is roll up of all accepted program budgets		x
289	BUD	Program Budgeting	System allows program budgets to be prioritized		х
290	BUD	Budget Development	Department worksheets are automatically rolled into organization-wide master budget		х
291	BUD	Budget Development	System maintains history of multiple budget versions including requested Budget		х
292	BUD	Capital Budgeting	Capital budgets prepared by project		х
293	BUD	Capital Budgeting	Project budgets created roll up to create department capital budget and overall capital improvement plan		x
294	BUD	Capital Budgeting	System allows individual capital project budgets created in project module to feed budget module		X

Rev 1 Copy of Attachment_9_Functional_Requirements 21 of 82

295	BUD	Personnel Budgeting	System projects and budgets tax and benefit costs based on current employee salary and current benefit elections
296	BUD	Personnel Budgeting	System projects and budgets tax and benefit costs based on position salary range and default benefit elections X
297	BUD	Budget Projections	System calculates budget estimates to project spending during the remainder of the fiscal year X
298	BUD	Budget Projections	System used to project revenues and expenses X
299	BUD	Budget Projections	System uses straight-line projections X
300	BUD	Budget Projections	System uses projection method based on last year actual X
301	BUD	Budget Projections	System uses projection method based on last year actuals. budget to month X
302		Budget Projections	Provides budget comparison to prior years with reporting X
303	BUD	Final Budget	Final budget is exported to GL X
304	BUD	Budget Adjustments	System allows departments to propose additional budget requests X
305	AR	Customer File	Customer file is shared with vendor file used for purchasing and accounts payable X

306	AR	Customer File	Single customer master is used for all receivables in the system X
307	AR	Create Receivable	System creates receivable for all general billing X
308	AR	Create Receivable	System allows user to create receivable manually for bill generated outside system X
309	AR	Miscellaneous Billing	Departments will use system to create bills for various charges X
310	AR	Miscellaneous Billing	System accommodates one-time invoices X
311	AR	Miscellaneous Billing	System allows users to create invoices for each type by entering dollar amount X
312	AR	Miscellaneous Billing	System allows users to create invoices for each type by entering non-financial parameter and having system calculate appropriate fees according to pre-defined business rules
313	AR	Miscellaneous Billing	System allows users to create invoices for each type by identifying expenses from project accounting to reimburse
314	AR	Miscellaneous Billing	Expense billings include salary and benefit expenses
315	AR		Invoice prints with statement balance information X
316	AR	Recurring Billing	System accommodates recurring invoices (regular invoices to occur at set dates or duration) (example: rent) X

Rev 1 Copy of Attachment_9_Functional_Requirements 23 of 82

317	AR	Recurring Billing	System allows recurring invoices to be set up to handle invoices scheduled at set dates for same amount X
318	AR	Recurring Billing	System allows recurring invoices to be set up to handle invoices scheduled at set dates for different amounts X
319	AR	Recurring Billing	System saves templates for generating invoices (different template for each AR type)
320	AR	Receivable Tracking	System provides receivable tracking and aging reporting capabilities X
321	AR	Receivable Tracking	System stores schedule of penalties and interest to apply to open receivables X
322	AR	Receivable Tracking	Penalties can be flat fee amounts X
323	AR	Receivable Tracking	Penalties can be percentage of original amount X
324	AR	Receivable Tracking	Interest charges can be applied monthly X
325	AR	Receivable Tracking	System generates customer statement that shows all outstanding bills/receivables X
326	AR	Payment Receipt	System records payments against open receivables X
327	AR	Payment Receipt	System records payments for point of sale transactions X

220	AD	Decree and Decreion	System allows decentralized cash receipting X	
328	AR	Payment Receipt	System allows decentralized cash receipting X	
329	AR	Payment Receipt	System generates deposit slip X	
330	AR	Payment Receipt	System routes deposit slip for workflow approval X	
331	AR	Payment Receipt	System applies one payment to multiple receivables / point of sale transactions	
332	AR	Payment Receipt	System allows using multiple payment types to pay for one invoice (example: cash and credit card)	
333	AR	Payment Receipt	Automatically generate general ledger distribution entries needed to record receipts X	
334	UB	Customer Account	System tracks customer information for multiple accounts X	
335	UB	Customer Account	System customer file provides at a minimum - name, multiple addresses, property tax id, email, and multiple phone numbers	
336	UB	Customer Account	System tracks customer owning multiple properties X	
337	UB	Customer Account	Sytem identifies and tracks residential and commercial accounts	
338	UB	Customer Account	System can link commercial and residential accounts X	

Rev 1 Copy of Attachment_9_Functional_Requirements 25 of 82

339	UB	Customer Account	System tracks history of customer X
340	UB	Customer Account	System tracks history of location X
341	UB	Customer Account	System tracks deposit for service on customer X
342	UB	Customer Account	System refunds deposit upon closing account X
343	IIR		System supports transfer of service where one account is closed and another opened without loss of data on customer history
543	ОВ	Customer Account	Williout loss of data off customer filstory
344	UB		System maintains alternate address for customers X
345	UB	Customer Account	System maintains a service address and a forwarding address X
346	UB		System identifies time period to send bill to alternate address (example: snow birds)
347	UB		Ability to link to the County site from customer functions
348	UB	Account Information	System tracks account for each service at each location X
349	UB	Account Information	Accounts support multiple service types X

350	UB	Account Information	Accounts linked to customer		х
351	UB	Account Information	System creates parent/child relationship with accounts/customers (landlord/tenant)		x
352	UB	Account Information	System tracks deposit for service on account		х
353	UB	Account Information	Scan and attach multiple forms of ID and deposit		x
354	UB	Account Information	System can calculate deposit based on previous tenant		x
355	UB	Account Information	System can calculate deposit based percentage of prior usage		х
356	UB	Account Information	Calculates interest earned on deposit for reimbursement		x
357	UB	Account Information	Ability to establish minimum deposit		х
358	UB	Account Information	Ability to inquire on system record via social security number and report on prior accounts with outstanding balance		x
359	UB	Account Information	Tracks Federal ID for commercial accounts and Cororate. name. along with owner info and social security number		х
360	UB	Account Information	Identify taxed or non-taxed customers via code		 Х

361	UB	Account Information	Generate multiple types of bill to a single account	X
362	UB	Account Information	Ability to identify types of customers ex. solar customer	х
363	UB	Location Information	System tracks history of all accounts at location	Х
364	UB	Location Information	Location stores service availability information	Х
365	UB	Location Information	System can have multiple locations for each master location (parent/child) (example: apartments in larger building)	X
366	UB	Meter Information	System interfaces with Telzon for electric consumption data	X
367	UB	Meter Information	System interfaces with Sensus for water consumption data	Х
			System interfaces with Nexgrid (Itron) to record meter asset information for each premise/ Smart reader functionality. Identify other Smart Read functional interface	
368		Meter Information	capabilities in comments	Х
369		Meter Information	System tracks meter inventory	X
370	UB	Meter Information	System tracks meter change-out history	X
371	UB	Meter Information	Can upload info to units and then download to UBS	х
372	UB	Meter Information	Meter upload routes can be the same to both reader systems and the billing system	X
373	UB	Meter Information	Ability to review accounts with an edit report and generate readings out of parameters for reread	X
374	UB	Meter Information	Ability to make adjustments based on rereads	X

			Ability to support change out of meters and update billing based on new meter for all	
375	UB		charges	x
276	115		Can drilldown to meter location on customer	V
376			record	X
377	UB	Meter Information	Provide comments for meter reader	Х
378	UB		System provides multi-speck functionality to be compatible with AMI Smart Grid systems	х
379	UB		After approval of application and deposit; a service order can be generated for turnon and turnoff	х
380	UB		System generates service request for turn on/turn off	x
381	UB		Completion of service request updates utility billing information	х
382	UB		System provides mobile access for meter readers	х
383	UB		Rereads and cutoffs results need to be updated and not show up repeatedly	х
384	UB	Service Requests	Provides cutoff listing	х
385	UB	Service Requests	Provides easy inquiry of customer accounts	х
386	UB	Service Requests	Provides intelligent search capabilities	x

387	UB	Service Requests	Need to be able to inquire and report on various conditions ex. high usage, zero reads,
388	UB	Service Requests	Rereads and cutoffs results need to be updated and removed from active report X
389	UB	Service Requests	Ability to establish billing rates per service.
390	UB	Service Requests	Provides multiple service tasks (unlimited) X
391	UB	Service Requests	Can disconnect from one utility and not the other or any combination of utilities
392	UB	Service Requests	Ability to generate door hangers X
393	UB	Service Requests	Ability to distribute notifications of disconnect X
394	UB	Service Requests	System can automate service orders to service technicians X
395	UB	Service Requests	System can differentiate between turnon/turnoff and move in/move out X
396	UB	General Billing	System maintains multiple rate tables that can determine charges by type of service X
397	UB	General Billing	System maintains multiple rate tables that can determine charges by type of service type of customer (residential / industrial) X

Rev 1 Copy of Attachment_9_Functional_Requirements 30 of 82

			System maintains multiple rate tables that can	
398	UB	General Billing	determine charges by consumption	Х
			Sytem maintains multiple rate tables based on	
399	UB	General Billing	residential and commercial accounts	Х
			System maintains multiple rate tables that can	
400	UB	General Billing	set flat fee charges	Х
			Rate tables can be set to tiered rate tables	
			with consumption charged at marginal rate for	
401	UB	General Billing	each unit of consumption	Х
			Rate tables can be set to consumption	
402	LID	Conoral Billing	charged one rate depending on total usage	V
402	UB	General Billing		X
			Rate tables can be set to flat fee (service	
403	UB	General Billing	charge)	Х
			Ability for the system to handle negative	
404	UB	General Billing	numbers to make credit adjustments	Х
			System can establish a minimum invoice	
405	UB	General Billing	amount	Х
			System provides option to consolidate all	
406	UB	General Billing	accounts for customer on one bill	X
407	UB	General Billing	System provide bills monthly for customers	Х
			System generates bills on multiple billing	
408	UB	General Billing	cycles	Х
			System has option to determine who receives	
409	UB	General Billing	bills (tenant, landlord)	Х
			System has option to determine who receives	
			bills by service type (landlord gets water;	
410	UB	General Billing	tenant gets electric)	Х
			System generates bill to multiple recipients	
444	LID	Conoral Billing		
411	UB	General Billing	(tenant gets bill, landlord gets notice	λ
412	LID	Conoral Billing	Third party can receive bill instead of account	
412	UB	General Billing	owner	Χ

			Provides a consolidated summary statement	
			for a Real Estate Management Company for	
413	UB	General Billing	several properties or accounts	X
414	UB	General Billing	System calculates discount for seniors	X
44.5	LID	Constant Billion	System supports budget billing (smoothing bill	
415		General Billing	amount based on annual average)	X
416		General Billing	System supports electronic billing	X
417		General Billing	Systen can Email copy of bill to customer	X
	UB	General Billing	System supports online billing	Х
418	LID	Conoral Dilling	Customer can access bill from online portal	V
418	UB	General Billing	Customer can access bill from ornine portar	
			System supports estimated billing (monthly	
419	UB	General Billing	billing with bi-monthly meter read)	x
	-	Comorai Ziiii ig	Ability to bill developers for time with backup	
420	LIR	General Billing	of actual cost	x
720	OB	General Billing		\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \
424	LID	Consol Billing	Invoice creation -collect 50% of estimate for	\ <u></u>
421	UB	General Billing	developers	X
422	UB	General Billing	Create estimate, then create invoice	x
			Service work cannot be generated until	
			estimate is paid and needs to know when	
			paid. Do not order material until paid and then	
423	UB	General Billing	will not install until other 50% paid.	Х
40.4	LIB	0 1530	Dravidas natification when actimate is naid	
424	OB	General Billing	Provides notification when estimate is paid System provides option to consolidate some	Х
			of accounts on single bill while providing	
425	LIB	General Billing	separate bills for others	x
123		Control Dinning		 ``
40.0	LID	O I D'III'	System prints hill with consumption amount	
426	OR	General Billing	System prints bill with consumption amount	X
427	UB	General Billing	System prints bill with bar code	l _x

			System prints bill with graphical display of	
428	UB	General Billing	usage	x
		l l	-	
			Provides pre-printed bills with a back page	
429	UB	General Billing	message	Χ
			System prints bill with notes / Special	
430	UB	General Billing	Instructions to Customer	x
		l l		
			System provides capability to print bill from	
431	LID	General Billing	Town printer (individual bills on demand)	x
451	UB	General Billing	Town printer (individual bills on demand)	^
			O 11 11 11 11 11 11 11 11 11 11 11 11 11	
			System allows Town to adjust bill without	
432	UB	General Billing	vendor involvement	X
			Generate a report of multiple units to a single	
433	UB	General Billing	account	Χ
			Report based on date parameters and point of	
434	UB	General Billing	time in history	X
			·	
435	IIR	General Billing	Ability to bill minimum billing without reading	x
433	OD	General billing	7 Bill y to bill Hill littleth billing without reading	^
			Ability to propose and in billion are not	
			Ability to generate multiple billing reports	.,
436	UB	General Billing	including:	Х
437	UB	General Billing	Customers billed	Χ
438	UB	General Billing	Unread accounts	X
		Ť		
439	UB	General Billing	Unpaid accounts	x
755		Control Dinning	5-17-1-18-18-18-18-18-18-18-18-18-18-18-18-1	
440	LID	Conoral Billing	Type of hilling	V
440	UB	General Billing	Type of billing	X

441	UB	General Billing	Read and Unread		Х
442	UB	General Billing	PCA rate has to be retained for rebillings		х
443	UB		Billing rate for historical billing is the rate in place in the timeframe the bill is requested for		x
444	UB		Ability to change some accounts on an ad-hoc basis		x
445	UB	General Billing	Ability to add new accounts during billing cycle		Х
446	UB	General Billing	System can generate multiple copies of a single billing		х
447	UB		Provides access to a historical listing of invoices/bills generated to an account/ customer		x
448	UB	Personal Property Assesmen	Generates bills for personal property assessment		x
449	UB		Bills to only commercial entities for their materials and equipment they use		x
450			Ability to convert Town (Certification Report) with assessed value dollar amount. (Currently,1.07 per 100 dollars assessed		х
451			Property assessment can be billed independently of other system billing		х

			Water billed by consumption using tiered rate	
452	UB	Water Billing	structure by type of Customer	x
752		l l l l l l l l l l l l l l l l l l l		, , , , , , , , , , , , , , , , , , ,
			Water billed by consumption using tiered rate	
453	LID	Water Billing	structure by meter size	x
433	ОВ	Water Billing		^
			System accommodates meter reads with	
45.4	LID	Market Billian	different units (some meter read in CCF,	\ <u>\</u>
454	OR	Water Billing	others in gallons)	X
			Water billing rates have minimum charge with	
455	UB	Water Billing	allowable usage	Х
			System will combine multiple meters for one	
456	UB	Water Billing	account	Х
457	UB	Sewer Billing	Tiered rate structure using water consumption	Х
			System supports wastewater meter for	
458	UB	Sewer Billing	industrial users	Х
			System supports deduct meter (reduce	
459	UB	Sewer Billing	wastewater charge by irrigation use)	Х
			System charges administrative fee for deduct	
460	UB	Sewer Billing	meters	X
461	UB	Electric Billing	System supports time of use metering	x
102				
462	lub	Electric Billing	System identifies rates by peak/non-peak	x
702		Liestrio Billing		,,
			System identifies rates by seasonal	
463	IIR	Electric Billing	adjustments	x
403	מטן	Lieutic billing	adjustitions	^

464	UB	Electric Billing	System identifies rates by type of Metering / type of use / Type of account	х
465	UB	Electric Billing	System identifies rates by type of Customer	х
466	UB	Electric Billing	System supports customer enrollment in load shedding (discount for voluntary curtailment program compliance)	х
467	UB	Electric Billing	System supports 2-way (net) metering	х
468	UB	Electric Billing	System supports 3-phase demand meter calculation	х
469	UB	Electric Billing	System monitors power factor for each account and applies non-power penalty	х
470	UB	Electric Billing	System calculates power factor based on meter information	х
471	UB	Electric Billing	System supports green power opt in (pay premium for green power)	х
472	UB	Electric Billing	System identifies green power information on utility bill for opt in customers	х
473	UB	Electric Billing	System accommodates ratcheting (minimum demand charge is 50% of maximum for previous 12 month period)	Х
474	UB	Electric Billing	Seasonal customers with demand of 100KWH or less ratchet is 40% of ratchet amount (50% of maximum of previous 12 months)	x
475	UB	Collections	System provides mail merge templates that use system information to generate customer letters	x

			System can provide a file for a third party bill	
476	UB	Collections	printer	X
			System systematically applies late panelties to	
477	IID	Collections	System automatically applies late penalties to any overdue payments	x
4//	ОВ	Collections	arry overdue payments	^
			System generates reminder notices for late	
478	UB	Collections	payments	x
470	OD .	Conceners		
			System provides statement with all	
479	UB	Collections	outstanding payments and late charges	x
			System supports budget billing where annual	
			estimated charges are identified and bills are	
480	UB	Collections	equalized across months	Х
			System will automatically maintain a reserve	
481	UB	Collections	account for level billing enrollees.	Х
			System provides dunning capabilities	
482		Collections	(30/60/90 statements)	Х
			Contain an anti-contain at the contain and with a state of the contains	
402	LID	Callagriana	System generates statement with outstanding charges, penalties/interest	v
483	UB	Collections	charges, perialities/interest	X
			System generates statements with	
484	LIR	Collections	consumption history	x
707	ОВ	Conceners		\ <u>\</u>
485	UB	Collections	System provides account write-off capability	x
			Ability to consolidate delinquent accounts to a	†
486	UB	Collections	single door hanger notice.	x
			System termination letters identify which	
			service or services and minimum amount to	
487	UB	Collections	pay to avoid disconnect.	Х
	LIB.		System can add standardize language from	
488	UB	Collections	PUC to delinquent letters	Х

Rev 1 Copy of Attachment_9_Functional_Requirements 37 of 82

489	UB	Collections	Can consolidate different services on a disconnect letter X
490		Collections	Ability to establish date parameters and separate current billings from past due bills
491	UB	Collections	System automatically generates reconnect fee for payment to be reconnected X
492	UB	Collections	Ability to establish payment plans with payment rules and establish in the disconnects file X
493	UB	Collections	System can establish a disconnect process for payment plan customers and for unpaid deposits X
494	CASH	Centralized Cashiering	System records point of sale transactions X
495	CASH	Centralized Cashiering	System records transactions against receivables X
496	CASH	Centralized Cashiering	System allows decentralized collection of payments on any receivable in system X
497	CASH	Centralized Cashiering	System is integrated with utility billing system to upload detailed utility billing invoices
498	CASH	Centralized Cashiering	System tracks one central customer file that all invoices are charged against X
499	CASH	Recording Payments	System applies one payment to multiple receivables / point of sale transactions X
500	CASH	Recording Payments	System allows using multiple payment types to pay for one invoice (example: cash and credit card)
501	CASH	Recording Payments	Prioritize customer payments by different AR types (applies to partial payments also)
502	CASH	Recording Payments	System allows departments to enter daily deposits into system X

503	CASH	Recording Payments	System can establish payment priorities by type of utility and be able to adjust in reverse automatically
504	CASH	Recording Payments	System can identify how a payment was made and where it came from including check numbers or wire number.
505	CASH	Recording Payments	Provides notification of NSF check inquiry during payment.
506	CASH	Recording Payments	Reversal of receivable for denied transactions, e.g., bounced checks, denied credit card transactions, etc. and automatically add NSF fees to customer's AR balance, with override ability
507	CASH	Recording Payments	When processing payment, system provides capability to look up the customer master file by any value in customer file Apply payments against individual line items
508	CASH	Recording Payments	on invoice X
509	CASH	Recording Payments	Apply payments to customer and allow system to determine priority order of invoices
510	CASH	Recording Payments	System supports splitting one transaction type between multiple chart of accounts X
511	CASH	Recording Payments	Ability to distribute payment, principal, penalty and interest and apply payment based on account setup.
512	CASH	Recording Payments	Need to separate principal and interest for outstanding balance.
513	CASH	Recording Payments	Ability to do automatic payment from customer bank or credit card accounts.
514	CASH	Recording Payments	Can apply payments to certain utilities - account segregation X

Rev 1 Copy of Attachment_9_Functional_Requirements 39 of 82

515	CASH	Recording Payments	System generates a receipt to the payee		х
516	CASH	Recording Payments	System generates bank deposit slip		x
517	CASH	Recording Payments	Produces report listing total of all transactions processed by cashier during shift (z-tape report)		х
518	CASH	Web Payments	System allows customers to create an account and make web payments to any receivable in the system		Х
	CASH	Recording Payments	System allows customers to create an account and make web payments to other point of sale transactions		X
	CASH CASH	Recording Payments Recording Payments	System accepts credit cards System accepts direct debit from checking account		x x
	CASH	Recording Payments	System allows customers to set up and authorize recurring payments for:		х
	CASH	Recording Payments	The same amount every month (fees)		Х
524	CASH	Recording Payments	Different amounts each month (water bills)		Х
525	CASH	Customer Overpayment	System stores overpayment amount on customer accounts and applies to next bill		Х
526	CASH	Customer Overpayment	System provides refund to customer account for overpayment through accounts payable		Х
527	CASH	Customer Deposit	System tracks customer deposits and applies charges to deposit amount		x
528	CASH	Customer Deposit	Customer deposits can be applied to customer (available for use on any invoice)		X
529	CASH	Customer Deposit	Customer deposits can be applied to account (only available for one type of charge)		X
530	CASH	Customer Deposit	System provides bill through accounts receivable if deposit amount is exceeded		x

531	UB	Account Close	Ability, as soon as a meter reading is obtained, to calculate a final bill with deposit applied and print on printer associated with the workstation	х
532	UB	Account Close	System can generate final bill and 2 reminder bills	Х
533	UB	Account Close	Generate email notification to collection agency	х
534	UB	Account Close	Calculates final bills during any cycle, based on the internal system issuance of a turn-off service order, or closing/transfer of a customer account	X
535	UB	Account Close	Permit off-cycle billing for accounts that have been disconnected in order to get final bills to customer's as soon as possible	Х
536	UB	Account Close	System applies deposit amount to final bill	х
537	UB	Account Close	System refunds remaining deposit through AP. System has integrated link to AP	х
538	UB	Account Close	Ability to prorate interest accumulated for a deposit over period account was open	х
539	UB	Account Close	Final bill provides breakdown of interest on deposit	х
540	UB	Account Close	System provides amount to refund to Energy assistance fund	x
541	UB	Reporting	Ad-hoc reporting is available throughout thesystem.	х

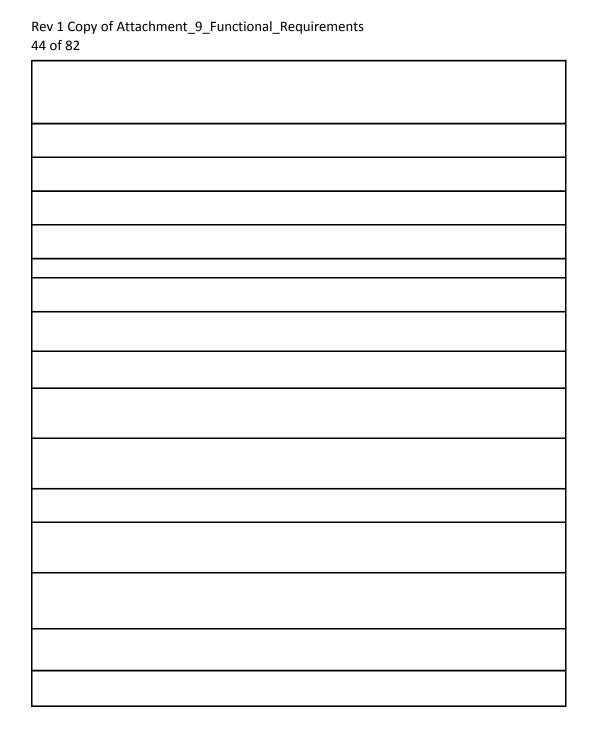
Rev 1 Copy of Attachment_9_Functional_Requirements 41 of 82

			Reports of paid and non-paid that are time		
542	UB	Reporting	sensitive. As of dating for outstanding bills.		Х
			System allows new customer to complete		
543	UB	Self Service	service application online		X
			System allows customer to upload documents		
544	UB	Self Service	online		X
			System allows customer to provide deposit		
545	UB	Self Service	online		X
			Custom allows was a second antino normant		
			System allows users access online payment		
546	UB	Self Service	portal to view current and past bills		Х
			System allows users access online payment		
F 4 7	LID	Calf Camilaa	portal to review consumption information		l,
547	UB	Self Service			Χ
5 40	LID	0.16.0	System allows users access online payment		V
548	OR	Self Service	portal to view payment history		Х
			System allows users access online payment		
549	UB	Self Service	portal to make payment		Х
			System allows customer to make payment		
550	UB	Self Service	through credit card		Х
			System allows customer to make payment		
			through direct withdrawal from checking		
551	UB	Self Service	account		X
			Customer can set up automatic payments on		
552	UB	Self Service	website through bank draft		X

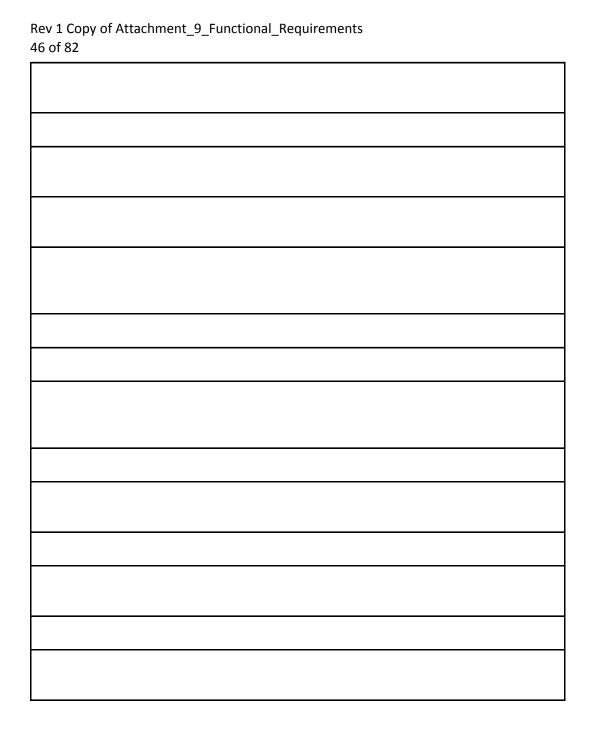
Rev 1 Copy of Attachment_9_Functional_Requirements 42 of 82

Comment

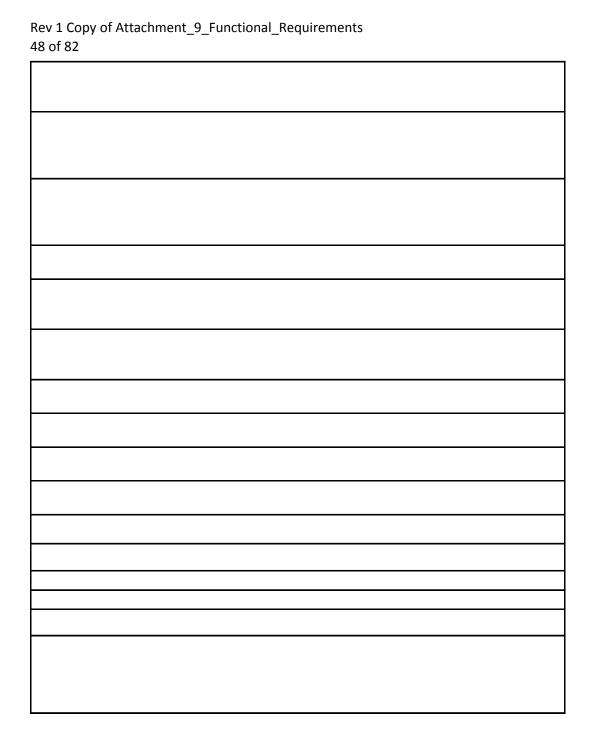
Rev 1 Copy of Attachment_9_Functional_Requirements 43 of 82

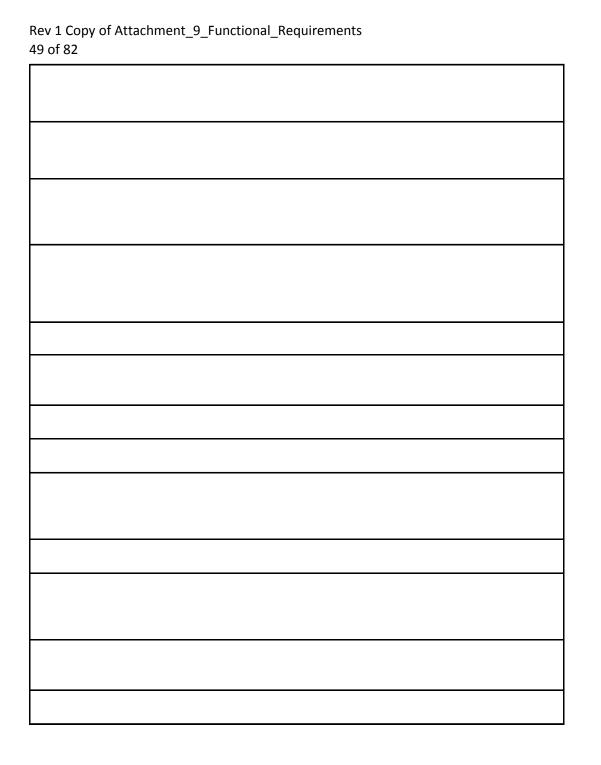


Rev 1 Copy of Attachment_9_Functional_Requirements 45 of 82



Rev 1 Copy of Attachment_9_Functional_Requirements 47 of 82





Rev 1 Copy of Attachment_9_Functional_Requirements 50 of 82

Rev 1 Copy of Attachment_9_Functional_Requirements 51 of 82

Rev 1 Copy of Attachment_9_Functional_Requirements 52 of 82

Rev 1 Copy of Attachment_9_Functional_Requirements 53 of 82

Rev 1 Copy of Attachment_9_Functional_Requirements 54 of 82

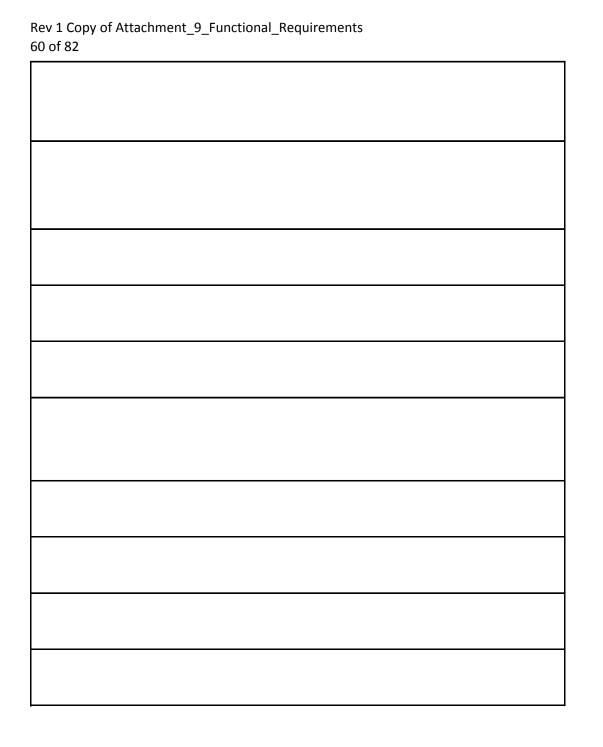
Rev 1 Copy of Attachment_9_Functional_Requirements 55 of 82

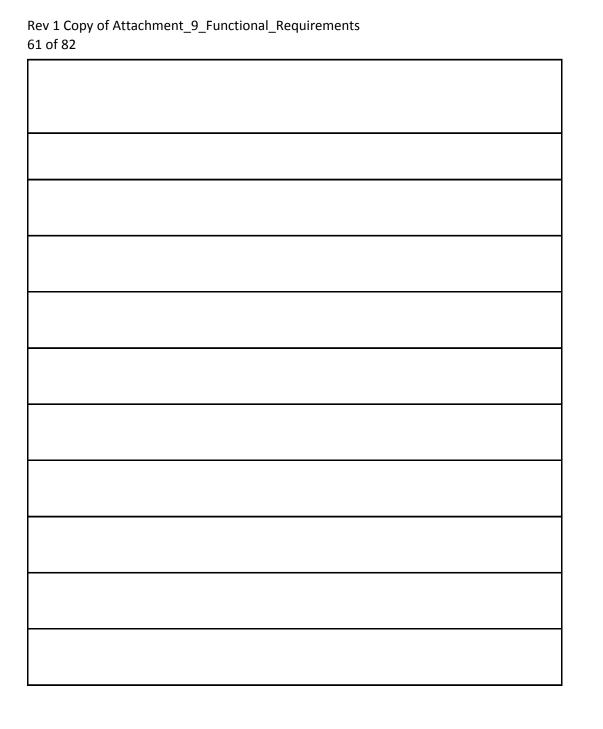
Rev 1 Copy of Attachment_9_Functional_Requirements 56 of 82

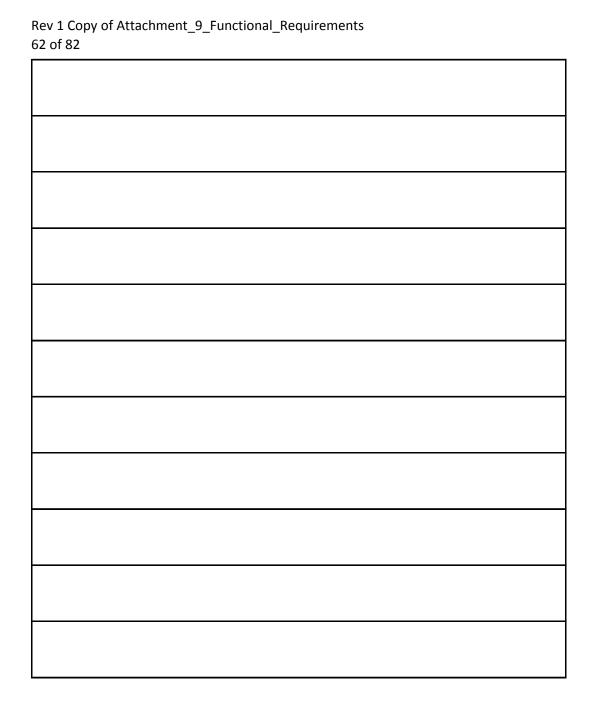
Rev 1 Copy of Attachment_9_Functional_Requirements 57 of 82

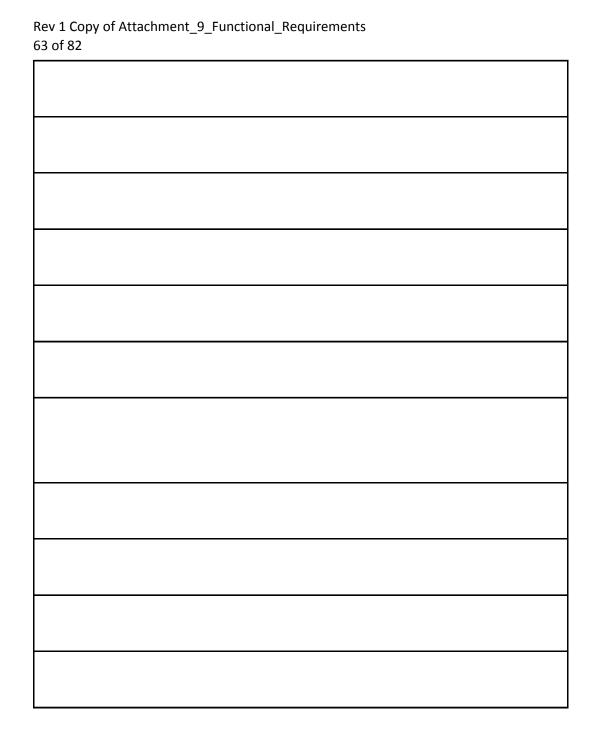
Rev 1 Copy of Attachment_9_Functional_Requirements 58 of 82

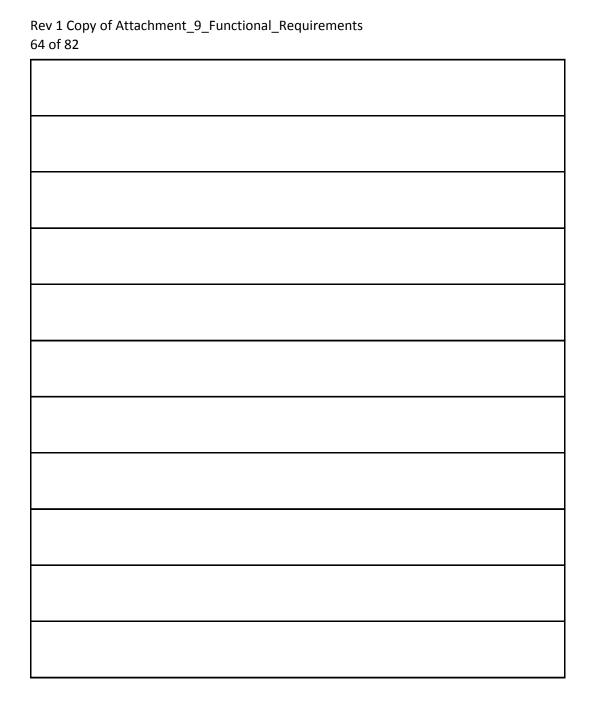
Rev 1 Copy of Attachment_9_Functional_Requirements 59 of 82

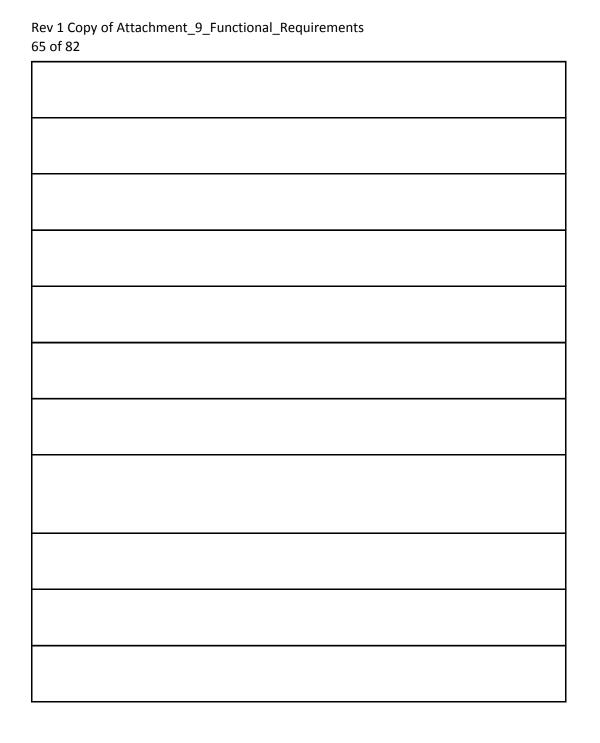


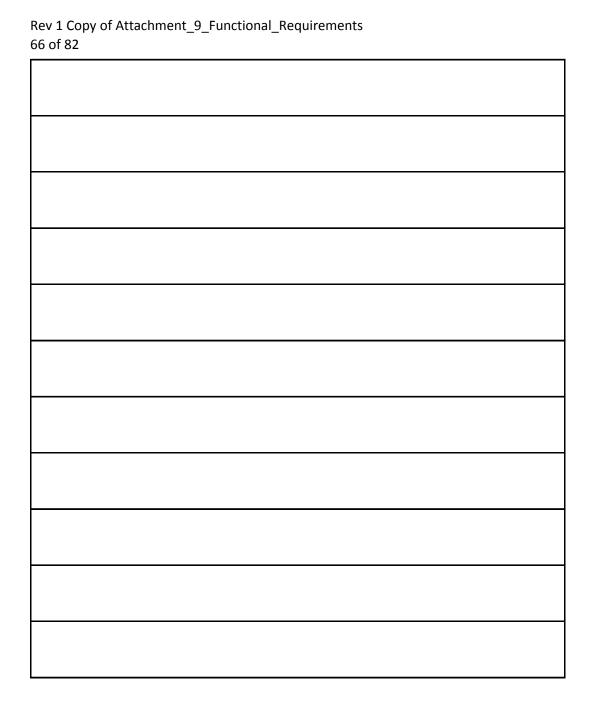


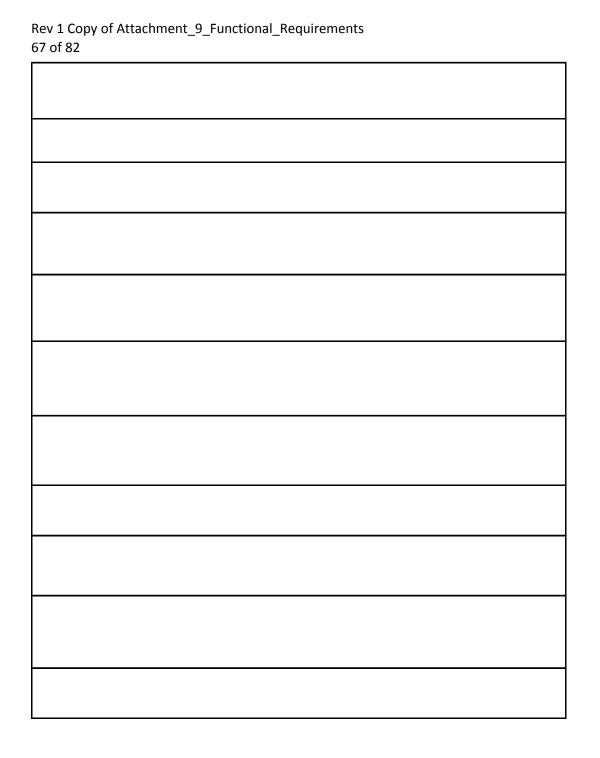


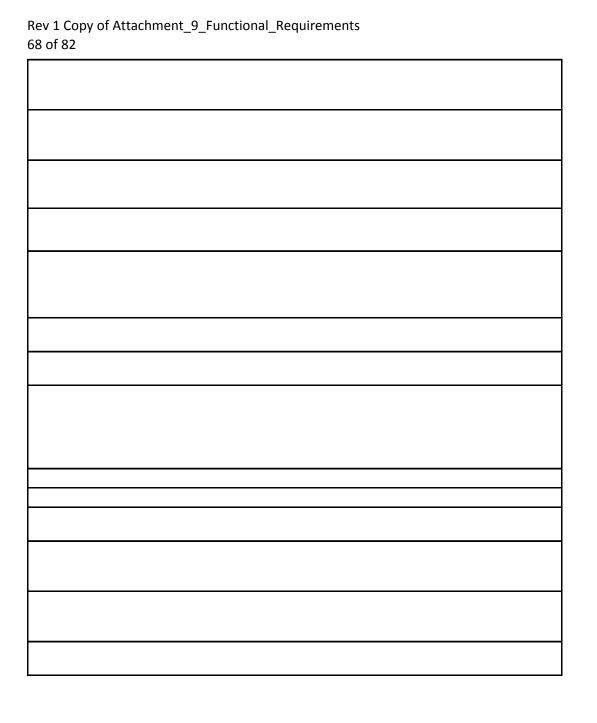


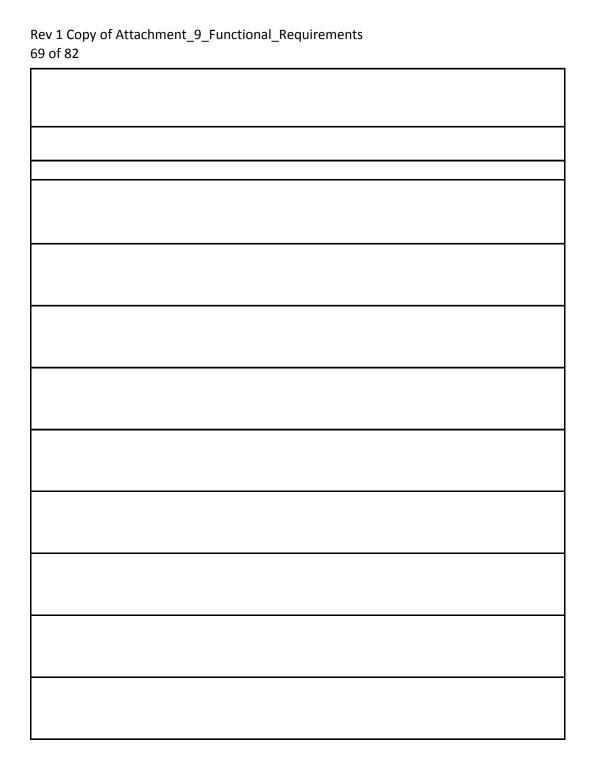


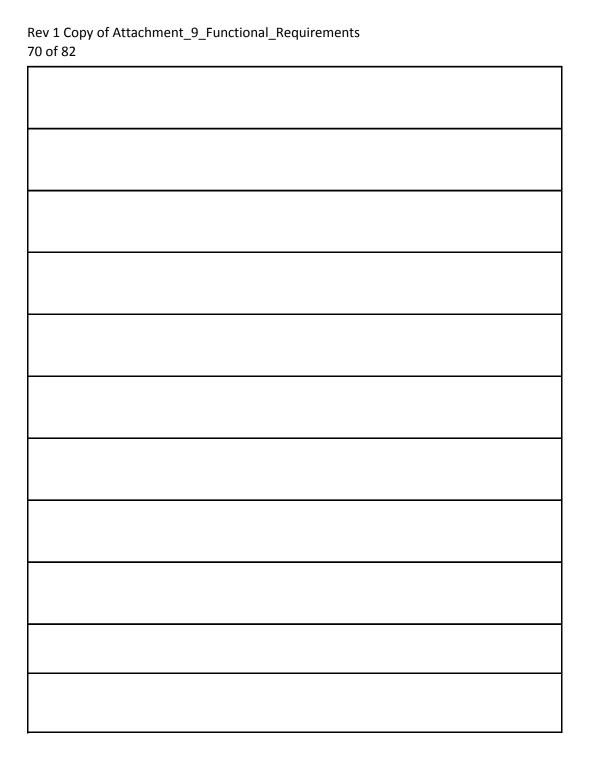












Rev 1 Copy of Attachment_9_Functional_Requirements 71 of 82

Rev 1 Copy of Attachment_9_Functional_Requirements 72 of 82

Rev 1 Copy of Attachment_9_Functional_Requirements 73 of 82

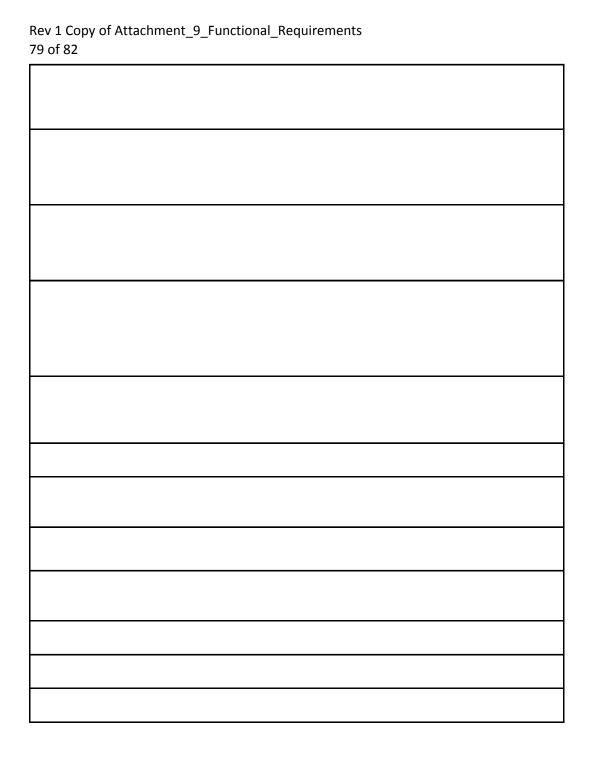
Rev 1 Copy of Attachment_9_Functional_Requirements 74 of 82

Rev 1 Copy of Attachment_9_Functional_Requirements 75 of 82

Rev 1 Copy of Attachment_9_Functional_Requirements 76 of 82

Rev 1 Copy of Attachment_9_Functional_Requirements 77 of 82

Rev 1 Copy of Attachment_9_Functional_Requirements 78 of 82



Rev 1 Copy of Attachment_9_Functional_Requirements 80 of 82

